



DUCHEсне COUNTY RECORDER  
SHELLEY BRENNAN

**DUCHEсне COUNTY RECORDER**  
**POLICY REGARDING PROPER LEGAL DESCRIPTIONS**

**PURPOSE**

Non-descript legal descriptions on documents are being submitted to the Duchesne County Recorder's office for recording. The goal of the Duchesne County Recorder is to have all documents submitted and recorded with the description complete enough that the grantors interest in the real property can be located and accurately identified in a section.

**SCOPE**

This policy is meant to give direction of recording requirements and what is considered by this office to be a sufficient legal description to meet recording requirements.

**POLICY AND PROCEDURES**

All documents containing a legal description must meet the following standard:

1. Legal Description: a description of real property by a government survey, metes and bounds, or lot numbers of a recorded plat including a description of a portion thereof subject to an easement or reservation, if any. Such description must be complete enough that a particular parcel of land can be located and accurately identified; and
2. By simple verification by the County Recorder without performing a title search and does not intentionally create an encumbrance on another's parcel.

  
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Shelley Brennan

Duchesne County Recorder

Dated: January 5, 2021